

25X1

Copy of 5

9 March 1956

MEMORANDUM FOR: Project Security Officer

SUBJECT : Time and Attendance Reports on Office of Security Personnel

REFERENCE : Memorandum for Project Director of Administration from Project Security Officer, dtd. 5 March 1956, "Personnel Administration (Time and Attendance Reports)",

25X1

1. I have carefully studied the proposal you advance in the memorandum I have referenced above, and while I appreciate the spirit in which your suggestions were made, I am afraid that I cannot agree with you for the following reasons:

a. Administrative procedures, such as the submission of Time and Attendance Reports on personnel assigned to the Project, are entirely intra-Project responsibilities. This applies both to your personnel at Watertown and to all Security Officer people in Headquarters who are carried on our T/O.

b. As I see it, the T & A Reports on Security Office personnel at Watertown should reach Project Headquarters through the instrumentality of your senior representative there, and/or [redacted] according to their unit assignment. To have it otherwise would be inadvisable, in my opinion, and would dilute Project administrative responsibility to a deleterious degree.

25X1
25X1

c. I feel that responsibility for certification of T & A Reports on Headquarters Security personnel assigned to this Project lies with you as the senior Project Security Officer. These should come to me. Further, I cannot agree with your recommendation that your own T & A be retained by the Chief, Security Support Division, nor do I believe that he should maintain and certify to it, despite our present physical separation. Administratively, I see you as responsible to the Project Director of Administration, who should be the one certifying to your personal T & A.

139

- 2 -

2. There would seem to me no reason why T & A Reports on Project Security Personnel assigned to Headquarters could not be prepared in sufficient time, under the above procedure, to meet normal deadlines for their submission to Finance Division. I believe we have duly impressed Watertown with the necessity for prompt submission of their reports.

3. Basic to consideration of this entire question seems to me to be the complete inadvisability of diffusing the locus of T & A Reporting from its presently centralized focal point here in Project Headquarters. What you have suggested also seems to me to lead us inevitably to dual administration and possible loss of time by the insertion of another layer of reviewers not under the immediate purview of this office.

4. I shall be happy to discuss this with you at greater length if you feel it is indicated.

JAMES A. CUNNINGHAM, JR.
Director of Administration
PCS/DCI

JAC:mah

Orig - Addressee
2 - Pers
3 - Admin
4 - chrono
5 - reading

140

18 APR 1958

9 APR 1958